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IHC-D-130/6
27 April 1971

U N I T E D   S T A T E S   I N T E L L I G E N C E   B O A R D

INTELLIGENCE INFORMATION HANDLING COMMITTEE

MEMORANDUM FOR: Distribution List (Attachment A)

SUBJECT: Annual Report on Intelligence Information Handling

REFERENCES: a.   DCI Memorandum to the President, 22 October 1968,
                    Subject: National Security Action Memorandum 368
                    (Intelligence Information Handling System)
                    (USIB-D-71.1/3)

               b.   USIB Objectives for Intelligence Information
                    Handling; DCID 1/4, Intelligence Information
                    Handling Committee, USIB-D-71.2/1, 4 April 1968

   1.   In accordance with reference a., the Intelligence Infor-
mation Handling Committee (IHC) is required to prepare an Annual
Report for the purpose of keeping the USIB and the President's
Foreign Intelligence Advisory Board (PFIAB) informed on community
information handling activities. Guidance has been prepared to
25X1A   assist in the preparation of this report (Attachment B). Additional
assistance on this guidance can be obtained by contacting Subcommittee
members or the IHC Support Staff

   2.   The structure of the Annual Report is designed to correspond
with USIB's objectives on intelligence information handling (reference b.).

   3.   It is requested that you contributions to the IHC Annual
Report for FY-71 be provided on or before 7 July 1971.

        FOR THE CHAIRMAN: **25X1A**

                                          Executive Secretary

Attachments:

   A.   Distribution List
   B.   Guidance

                                          GROUP I
                                    Excluded from automatic
                                      downgrading and
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ATTACHMENT A
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DISTRIBUTION LIST

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National Science Foundation

SD&DS Members
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Commandant, Defense Intelligence School
Defense Intelligence Agency
U. S. Naval Station
Anacostia Annex, Building T-6
Washington, D. C. 20390

Director, Information Science Center
Defense Intelligence Agency
U. S. Naval Station
Anacostia Annex
Building T-4
Washington, D. C. 20390

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ATTACHMENT B
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GENERAL GUIDANCE

a. <u>Copies and Due Date</u> - Four copies of contributions
to the Annual Report (AR-4), fiscal year 1971 (FY-71) should
be sent to the Executive Secretary, IHC, Room 4E24, CIA
Headquarters on or before 7 July 1971.

b. <u>Classification</u> - The Annual Report will be classi-
fied SECRET. Codeword, Top Secret, Crypto, RD, or other
specially controlled material will be put in a separate
annex to AR-4.

c. <u>Form</u> - Contributions should be typed (double-spaced)
so that each chapter starts a new page (8 x 10 1/2 paper
preferred). A report control symbol will be included on
contributions from the military services and DIA. (RCS:
DIA-OA-U1)

d. <u>Length</u> - Individual items should be descriptive
but not exhaustive. If the write-up of an item exceeds
two pages, a summary should be prepared and the full text
submitted as an annex.

e. <u>Contractors</u> - Where security and rules of dis-
closure permit, the name of the contractor involved in an
activity should be provided.

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f. <u>Completeness</u> - All contributing organizations (See Distribution List) are encouraged to report items for all chapters -- where appropriate. It is understood that, for good and sufficient reasons, some organizations may have nothing to report in certain chapters. All information provided for AR-3 Update which has not been superseded by subsequent events should be submitted in summary form for AR-4 since this report covers the entire fiscal year.

g. <u>Constraints</u> - The DCI indicated, in his memorandum to the President on October 22, 1968, that he would inform the President on progress made on "costing and scheduling" the CIHS. Therefore, it is important that reporting agencies identify resource limitations and technical problems, as well as accomplishments, in order to provide an objective report on progress. Resource limitations include such things as budgetary limitations, shortage of skilled man-power, inadequacies of extant software and equipment, and lack of community standards.

h. <u>Previous Reports</u> - Information reported in previous reports should be kept at a minimum. For example, in reporting systems or activities described in detail in previous annual reports a one sentence summary for back-ground purposes would suffice.

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Chapter I. General

Contributors

    a. The IHC Support Staff will write this chapter.

Discussion

    b. This chapter will serve as an introduction to the report. It will include authorization, a brief description of the contents, etc. A list of the principals and official observers will be included as well as membership or organization changes affecting the IHC. A list of Committee reports published during FY-71 will be included as an annex.

Chapter II. Highlights of Reporting Period

Contributors

    a. All IHC member organizations are responsible for selecting and preparing the narrative for items to be included in this chapter.

Discussion

    b. This chapter of the report should contain significant news-in-brief (three or four sentences) information on topics judged by the contributors to be of considerable interest. Items might be first time or last time events, technological advances, or announcements of significant community information handling activity. The details on items selected should be included in the appropriate chapters of the report and referenced in this chapter.

Chapter III.   Systems, Techniques, or Activities of Community
               Interest Not Covered in Other Portions of this
               Report

Contributors

    a.   All IHC member organizations are invited to con-
tribute to this chapter.

Discussion

    b.   This chapter will describe systems, techniques
or activities, and accomplishments related to information
science which do not readily permit inclusion in other
chapters of the annual report. Examples of what might be
included are installation of computing equipment during
FY-71, linguistic uses of computers, communication plans
and developments, system planning studies, and recent simu-
lation and modeling developments.

    c.   Information on achievements or activities of
previous years may be treated in this chapter if they have
not been previously reported and do not logically fall under
any of the other chapter headings. Activities outside the
intelligence community which are likely to have an impact
on present or future intelligence information handling
can be reported, along with suggestions for specific applications.
Those which are R&D in character, however, should be included
in submissions for Chapter V.

Chapter IV. Development of Rules, Procedures, and Formats
            for Community Information Handling, and Specific
            Arrangements for Intelligence Information Exchange

Contributors

    a. All IHC member organizations are invited to contribute
to this chapter.

Discussion

    b. Describe efforts during the year to develop rules,
procedures, and formats in order to facilitate information
exchange between your agency and one or more other members
of the intelligence community. Intra-agency efforts to
develop or adopt data handling standards may be included
if the solutions arrived at are deemed suitable for community
applications.

    c. Describe, in detail, arrangements for inter-agency
information exchange negotiated or implemented during the
reporting period--including, when pertinent, such infor-
mation as subject matter, exchange media, parties involved,
and means of transmission. Data sharing arrangements
of long standing should be included only if they have
not been reported previously, or if there are significant
new developments to report. Mention any participation in
the IHC community data standards program, especially as the
Assigned Responsible Agency (ARA) for the development of a
community standard.

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Chapter IV (cont'd)

d. Organizations participating in the COINS Experiment will be requested to report on COINS progress by the COINS Project Manager, and are therefore not asked to report on COINS in AR-4. Reference to, and, where appropriate, excerpts from the COINS Annual Report will be prepared by the Support Staff.

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Chapter V. Research and Development

Contributors

    a. All IHC member organizations are invited to contribute to this chapter.

Discussion

    b. This chapter should include reports of progress on research and development (R&D) in information handling in FY-71. Information on past activities or future plans may be included when it is considered to be of more than routine interest.

    c. Contributions should discuss activities of interest to your organization, whether funded by your organization or another. Descriptions of relevant activities (Forms 1498, 1634, or the like) should be included.

    d. In recognition of the lack of agreement, throughout the intelligence community, on a precise definition of R&D, contributors should err on the side of a liberal interpretation. Include activities stipulated as R&D as well as "fallout" from operations support or other projects.

    e. The following questions should help in formulating a contribution to this chapter: What R&D activities or programs do you now have underway which are directed toward improving information handling? What progress can be reported

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Chapter V (cont'd)

and what are the significant problems yet to be solved? Has

your organization cooperated with another member of the

Intelligence Community on an information handling R&D

activity? With what results?

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Chapter VI.   Information Storage, Retrieval, and/or
              Dissemination

Contributors

    a.   Contributions to this chapter are invited from all
IHC member organizations.

Discussion

    b.   Guidance provided for preparing submissions for this
chapter has been revised.   Some systems previously reported
in this chapter have been placed elsewhere (and vice versa)
in the Annual Report.   It is requested that the guidance
provided below be read carefully before preparing submissions.

    c.   Topics covered should include, inter alia, reports
of progress during the past year in implementing, or experi-
menting with systems designed primarily to support the

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    d.   A description of the system should include, where
appropriate, whether the system has a computational capability
and, if so, what kind; whether it handles data from a single
source or a variety of sources; and whether the data is
maintained in a single file or multiple files.

Chapter VII. <u>Preliminary Plan to Improve the Community</u>
             <u>Information Handling System (CIHS)</u>

<u>Contributors</u>

    a. This chapter will be written by the IHC Support Staff.

<u>Discussion</u>

    b. The status of the efforts and the progress towards furthering the preliminary plan for improving the CIHS (as outlined in the 22 October 1968 report to the President by the DCI, see USIB-D-71.1/3) will comprise the major portion of this section.

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Chapter VIII. Education and Training

Contributors

    a. All IHC member organizations are requested to contribute to this chapter.

Discussion

    b. This chapter will contain information science education and training highlights for FY-71 which may be of general interest to readers of the IHC Annual Report. Contributions for inclusion in this chapter are due on or before 1 July 1971. Detailed statistical and narrative information will be reported at a later date in an Annex to the Annual Report.

    c. Inputs to this chapter should include the following:

    (1) New programs and significant accomplishments made during FY-71.

    (2) Important changes which will be made in the information science program during FY-72.

    (3) Accomplishments of the DoD IDHS Environmental Training Facility.

    (4) Summary of the Information Science Center activity and plans for the future to include course development and status of resources.

    d. Education and Training Annex - An IHC memorandum entitled "Information Science Training Report, RCS: DIA-OA-T2"

Chapter VIII (cont'd)

calling for input reports for the Education and Training
Annex to AR-4 will be issued soon.   This memorandum will
give guidance for detailed reporting of statistical and
narrative data to be published in the Education and Training
Annex.   The submissions for the Annex will be due in the IHC
Support Staff on or before 20 August 1971.

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Chapter IX.   Information Handling System for the National
               Indications Center (NIC)

Contributors

a.   The Director, NIC, will be requested to submit a
contribution to this chapter. All IHC member organizations
are also invited to submit information for this chapter.

Discussion

b.   Innovations in the information handling capability
of the NIC in order to increase the identification and selection
of pertinent warning information would be appropriate for
inclusion in this chapter. Submissions to this chapter should
also include inter-agency and intra-agency efforts to
facilitate the information handling aspects of the intelligence
process related to warning and associated intelligence
problems. These efforts need not be directly connected
to an effort at the NIC. Some examples are: improvements
in the timeliness of the evaluation and coordination of
critical intelligence, improvements in the CRITICOM Network,
and new simulation techniques and models for warning analysis
in order to effectively isolate information pertinent to a
crisis situation.

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Chapter X. <u>Security in Information Handling Systems</u>

<u>Contributors</u>

a. All IHC member organizations are invited to contribute to this chapter.

<u>Discussion</u>

b. This chapter should include reports of progress in the development of techniques, procedures, and devices as well as the establishment of new positions or offices within IHC organizations to promote and improve security in automated information handling systems.

c. The following questions are designed to aid in formulating contributions to this chapter of the report:

(1) What methods or programs have you instituted to provide security in automated information handling systems? Do you have suggestions that you can offer regarding existing or potential solutions to those security problems in information handling you consider most critical?

(2) What progress has been made toward obtaining multi-level security in your system(s)? What security measures have you employed to achieve multi-level security? What technical or procedural problems have you encountered in multi-level security? Which of these appear incapable of solution in the foreseeable future, i.e., the next five years?

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Chapter XI.   Information Handling Support Under Conditions of
General War and Other Disasters

Contributors

a.   All IHC Member organizations are invited to
contribute to this chapter.

Discussion

b.   Information is needed on efforts underway or completed
within the intelligence community which relate to information
handling under conditions of general war and other disasters.
The scope of interest includes efforts on identification
of requirements, planning, implementation and operational
status.

c.   Input should cover the following major topics:

(1)   Communications - Means of communication to be
utilized.   Provisions made for communications at all security
levels.

(2)   Physical Protection of Data Files - Techniques
for protection against fire, blast, and radiation.   Recent
developments/advancements in these techniques.

(3)   Alternative Sites for Data Files Storage -
Criteria for selecting data files to be stored in alternate
sites, criteria for site selection, equipment needs and
installation, and relocation plans for required information
handling personnel.